PACKETSCOUT LEAD MAGNET DRAFT

Ekahau Sidekick Pre-Survey Checklist

A practical checklist for teams renting a Sidekick, preparing for a hybrid review, or getting ready for a done-for-you PacketScout survey.

Printable HTML draft

Before you walk the building

Use this before data collection so the Ekahau project supports real design decisions, not just a pretty heatmap.

1. Define the job before anyone walks

- [ ] List the business problem: coverage gap, scanner drops, voice roaming, capacity, design validation, new build, remodel, or troubleshooting.
- [ ] Identify critical client types: barcode scanners, voice handsets, medical carts, tablets, laptops, POS, IoT, or guest devices.
- [ ] Write target applications and risk areas: Teams/Zoom, WMS, EHR, POS, robotics, inventory, production, classrooms, or conference spaces.
- [ ] Mark critical zones: shipping, receiving, freezer/cooler doors, rack aisles, conference rooms, classrooms, patient rooms, labs, or public areas.
- [ ] Decide whether the output is for troubleshooting, AP placement, cabling, validation, or a go/no-go design decision.

2. Prepare floor plans

- [ ] Use the cleanest available floor plan, preferably current CAD/PDF rather than a screenshot.
- [ ] Crop borders and unrelated sheets before importing.
- [ ] Verify scale against at least one known field distance.
- [ ] Check each floor independently; do not assume every drawing has the same scale or crop.
- [ ] Label areas, room names, rack rows, and special materials that matter to RF.
- [ ] Note renovations, blocked paths, mezzanines, metal, glass, concrete, coolers, and high ceilings.

3. Prepare the Sidekick and laptop/tablet

- [ ] Charge Sidekick and survey device fully.
- [ ] Confirm Ekahau version and project file are ready before arriving.
- [ ] Confirm adapters, chargers, straps, and any AP-on-a-stick equipment are packed.
- [ ] Verify the Sidekick connects cleanly and sees expected radios.
- [ ] If active testing is required, confirm test SSID, credentials, VLAN reachability, and test endpoints.
- [ ] Bring a way to capture photos and field notes.

4. Choose collection mode and walking plan

- [ ] Pick a collection mode that matches the building and survey objective.
- [ ] Plan the walk path before collecting data.
- [ ] Walk inside important rooms and client zones, not only hallways.
- [ ] Avoid long gaps where software must interpolate too much.
- [ ] Pause and add notes when the plan does not match the real building.
- [ ] Avoid impossible jumps through walls, locked doors, racks, or restricted areas.
- [ ] Re-walk critical areas when the path or location accuracy looks questionable.

5. Capture useful field evidence

- [ ] Add notes for noise sources, metal, glass, machinery, rack density, ceiling height, and blocked paths.
- [ ] Photograph APs, mounting locations, rack aisles, ceiling conditions, IDF/MDF constraints, and obvious interference sources.
- [ ] Record where users actually work, roam, scan, or gather.
- [ ] Note temporary obstructions: trucks, inventory, people, lifts, production equipment, or events.
- [ ] If existing APs are part of the job, verify names/BSSIDs/locations instead of assuming map labels are correct.

6. Review before leaving the site

- [ ] Check the walk path for gaps, jumps, and missed critical spaces.
- [ ] Review RSSI, SNR, noise, channel overlap, and secondary coverage views.
- [ ] Confirm critical client zones have measured evidence.
- [ ] Confirm notes/photos are attached or organized while memory is fresh.
- [ ] Export or back up the project before leaving.
- [ ] Make a short list of follow-up questions, missing access areas, or assumptions.

7. Know when to request PacketScout review

- [ ] The report will drive AP placement, cabling, or budget decisions.
- [ ] Scanners, voice, medical, warehouse, or production devices are involved.
- [ ] The heatmap looks green but complaints continue.
- [ ] Floor plans, scale, or building materials are uncertain.
- [ ] AP-on-a-stick results do not match the planned install conditions.
- [ ] You need a second set of eyes before handing results to leadership or cabling teams.

PacketScout path: rent the gear for lower-risk collection, ask for hybrid review when the output affects AP placement/cabling, or book onsite survey/design for high-risk facilities.